

EXAMINATION ANNOUNCEMENT

STAFF PROGRAMMER ANALYST (SPECIALIST)

STAFF PROGRAMMER ANALYST (SUPERVISOR)

DEPARTMENTAL PROMOTIONAL

SALARY RANGE: (Specialist) \$4,334 - \$5,269

(Supervisor) \$4,346 - \$5,243



CALIFORNIA STATE DEPARTMENT OF

Insurance

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION AGE OR SEXUAL ORIENTATION

How to Apply	<p align="center">FINAL FILING DATE: WEDNESDAY, AUGUST 23, 2000</p> <p align="center">DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</p> <p align="center">Send application to: Department of Insurance 300 Capitol Mall, 13th Floor Sacramento, CA 95814 Attention: LILIA FORTES</p> <p>** If you meet the entrance requirements for the classes listed above you may apply for both examinations on one application, but you must list the classifications by individual title.</p> <p>Application (form STD678) must be <i>POSTMARKED</i> no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.</p>		
Requirements for Admittance to the Examination	<p>Applicants must have a permanent civil service appointment with the Department of Insurance as of the final filing date, in order to take this examination. Or, applicants must be a current or former employee of the legislature for two or more consecutive years as defined in Government Code Section 18990. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement. All applicants must meet the educational and/or experience requirements for this examination by 8/23/2000.</p> <p align="center">MINIMUM QUALIFICATIONS</p> <p align="center">Either I</p> <p>One year of experience in California state service performing the duties of an Associate Programmer Analyst (Specialist), or an Associate Programmer Analyst (Supervisor).</p> <p align="center">Or II</p> <p>Four years of progressively responsible experience in electronic data processing systems study, design, and programming, at least two years of which shall have included responsibility on a project basis for analyzing operational methods and developing computer programs to meet desired results.</p>		
Additional Desirable Qualifications	<p>In appraising the relative qualifications of candidates for all levels, consideration will be given to the extent and type of experience with various electronic data processing system functions and to the extent and type of pertinent education beyond that required under "Minimum Qualifications". Preferred additional education includes courses in computer science and business administration.</p>		
Position Description	<p>Staff Programmer Analyst (Specialist) Under general supervision, acts as a project leader on complex applications, and/or on complex data processing problems works independently as a technical specialist.</p> <p>Staff Programmer Analyst (Supervisor) Under general supervision, acts as supervisor on complex applications. Positions may exist statewide.</p>		
Examination Information	<p>This examination will consist of a structured interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the structured interview. Candidates should list all experience on the application (form STD678) relevant to this examination. It is anticipated that the mandatory interviews will be held during September/October, 2000.</p>		
Examination Scope	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's :</p> <p>Staff Programmer Analyst (Specialist)</p> <table border="0"> <tr> <td data-bbox="245 1570 812 1942"> Knowledge of: <ol style="list-style-type: none"> Electronic computer programming. Electronic data processing equipment and its capabilities. Principles and techniques of studying work processes for new or revised electronic computer applications. Principles of designing methods of processing data. Technical report writing. Statistical methods. Principles of public administration, organization, and management. Principles of personnel management. </td><td data-bbox="812 1570 1573 1942"> Ability to: <ol style="list-style-type: none"> Write complex programs and develop detailed program specifications. Analyze data and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions. Apply creative thinking in the design of methods of processing data with electronic computers. Monitor and resolve problems with information processing systems hardware, software and processes. Establish and maintain cooperative working relationships with those contacted in the course of the work. Speak and write effectively and prepare effective reports. </td></tr> </table>	Knowledge of: <ol style="list-style-type: none"> Electronic computer programming. Electronic data processing equipment and its capabilities. Principles and techniques of studying work processes for new or revised electronic computer applications. Principles of designing methods of processing data. Technical report writing. Statistical methods. Principles of public administration, organization, and management. Principles of personnel management. 	Ability to: <ol style="list-style-type: none"> Write complex programs and develop detailed program specifications. Analyze data and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions. Apply creative thinking in the design of methods of processing data with electronic computers. Monitor and resolve problems with information processing systems hardware, software and processes. Establish and maintain cooperative working relationships with those contacted in the course of the work. Speak and write effectively and prepare effective reports.
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S E E R E V E R S E S I D E F O R A D D I T I O N A L I N F O R M A T I O N

STAFF PROGRAMMER ANALYST (SPECIALIST)(SUPERVISOR)

SERIES CODE: IN230 FINAL FILING DATE: AUGUST 23, 2000

Examination Scope (con't)	Staff Programmer Analyst (Supervisor) In addition to all of the above: Knowledge of: 9. Principles of personnel management, supervision and training. 10. Department's diversity program objectives. 11. A manager's role in the diversity program and the processes available to meet diversity program objectives. Ability to: 7. Supervise technical personnel. 8. Effectively contribute to all the department's diversity program objectives.
Eligible List Information	A departmental promotional eligible list will be established for each of classifications listed above for use by the Department of Insurance. The lists will be abolished 12 months after they are established unless the needs of the service and conditions of the list warrant a change in this period. Career Credit and Veterans preference are not granted in promotional examinations.

STAFF PROGRAMMER ANALYST (SPECIALIST/SUPERVISOR)

FINAL FILING DATE: August 23, 2000

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Department of Insurance, Human Resources Management, Sacramento (916) 492-3306 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Insurance offices, State Personnel Board offices, and local offices of the Employment Development Department and on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Insurance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multi-departmental promotional, (4) servicewide promotional, (5) departmental open, (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Informational Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidates is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay (Telephone) Service for the Deaf or Hearing impaired:
From TDD phones: 1-800-735-2929, from voice phones: (800) 735-2922

Department of Insurance
Human Resources Management
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
(916) 492-3393

RELEASE DATE: 8/9/2000
AE/LF